

INSTRUCTIONS FOR JUDGE MCFARLIN'S DOCKET

MINOR PROVE-UPS

If all parties agree, minor prove-ups shall be done by submission. This will require the following efiled documents: 1) an affidavit by the next friend; 2) a written GAL report; 3) the broker's affidavit if an annuity is being purchased; 4) a proposed order approving GAL fees signed off on by defense counsel; and 5) a proposed final judgment. No hearing will be necessary.

DEFAULT PROVE-UPS

Plaintiff's attorney shall efile his client's affidavit, 18.001 affidavits with records attached, attorney's fees affidavit, etc. so that they are in the clerk's record and the court can consider by submission. No hearing will be necessary.

NON-EVIDENTIARY HEARINGS

Movant shall set-up a phone conference for all interested parties, then email Judge McFarlin (smcfarlin@dallascourts.org) the call-in number and passcode or get everyone on the phone and call her at 214-653-6167.

The other alternative is for all parties to consent to the court ruling on the motion by submission, based solely upon the papers in the clerk's record.

DWOP DOCKET

Plaintiff shall either accomplish the act required by the dwop notice (in which case the suit will not be dismissed) or call Judge McFarlin at 214-653-6167 or email her at smcfarlin@dallascourts.org at any time to request an extension of time.

FINAL DISPOSITION DOCKET

When a case has been announced settled, Plaintiff shall either file notice of nonsuit (with order) or a proposed agreed final judgment. When a settled case involves a minor child, parties shall file an agreed motion to appoint guardian ad litem (with order). Otherwise, call Judge McFarlin at 214-653-667 or email her at smcfarlin@dallascourts.org.